

NAVY ACQUISITION DEMO – NOA 894 PAY ADJUSTMENT

(Use during January Payout/Continuing Pay)

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Actions → Salary Change → Pay Adjustment or open the existing 894 RPA from the Civilian Inbox.
2	Complete the REQUESTING INFO Tab of the RPA: <ul style="list-style-type: none"> Effective Date SSN (with dashes) NOA (use LOV or type it in) = 894 Authority Code (use LOV or type it in) = Z2W (P.L. 104-106)
3	Complete the POSITION DATA Tab of the RPA: <ul style="list-style-type: none"> Block 19 – step should be “00” – do not change Block 20-20C – enter new salaries
4	Complete the REMARKS AND ADDRESS Tab of the RPA: <ul style="list-style-type: none"> Part F – Remarks for SF-50 – enter Remark: 9Q1 Salary in Block 20 includes contribution rating increase and general pay increase total increase of \$_____ and a locality adjustment applicable in this area.
5	Click on <Save> icon to save
6	Click on the EXTRA INFORMATION button and complete the following DDFS: <p><u>US FED AGENCY DATA</u></p> <p>Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save.</p>
7	Click <Save> and close the <Extra Information> window to return to the RPA.
8	Click on the <Save> icon to route the RPA or to Update HR.